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ILA/ACRL Minutes and Reports

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1-22-2018

# ILA/ACRL Executive Board Meeting Minutes, January 22, 2018

Association of College and Research Libraries. Iowa Chapter

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**ILA/ACRL Executive Board Meeting Minutes**  
**Monday, January 22, 2018**  
**(Meeting conducted via Zoom)**

**Members Present:** Jennifer Sterling (President); Beth McMahon (Past President); Mary Anderson; Becky Canovan; Claudia Frazer; Kristy Raine; Julia Salting; and Kyle Winward.

**Members Absent:** Carrie Dunham-LaGree; Mary Heinzman; Kate Kitchens; Ericka Raber; and Holly Schettler.

**Guest:** Cara Stone (on behalf of Carrie Dunham-LaGree).

President Jennifer Sterling called the meeting to order at 10:03am. Beth made a motion to approve the Monday, January 22, 2018 agenda. Motion approved by voice vote.

President Sterling then called for discussion and approval of Executive Board minutes from December 18, 2017. Call for questions or comments; Mary noted additional content following the minutes. Notes will be removed. Move to approve the December 18, 2017 minutes by Mary. Motion approved by voice vote.

**Treasurer's Report:** Kristy noted that December 2017 accounts information was recently received and circulated to the board. The chapter's ending balance, for 2017, is \$4,551.54.

**Committee and Representative Reports:**

- 1. Professional Development (Mary Anderson):** No report.
- 2. Spring Conference (Carrie Dunham-LaGree):** Cara noted her attendance, representing the conference planning committee. Two potential speakers have been identified by the committee, with questions as to the board approving either or both options for further research. First candidate: Loretta Parham, of Atlanta University Center (AUC) Woodruff Library. Parham would plan an interactive session and require a \$1500 honorarium, in addition to meals and travel costs. Second candidate: Emily Drabinski, of NYC and Long Island University, Brooklyn. Drabinski would require \$1000 honorarium, as well as travel and meal costs. Cara noted committee's interest in coordinating with IPAL and ACRL, with the committee seeking guidance as to potential approval of candidates.

Julia asked about potential collaboration on costs by IPAL and ARCL; Cara noted IPAL interest in assistance. Beth noted conference arrangements have ACRL chapter paying conference costs, with the two organizations splitting proceeds (60/40). Cara suggested tabling the discussion until travel costs are known; spring

conference will have Des Moines hotels. Planning committee may be able to estimate costs.

Beth noted her interest in approving both candidates, with conference seeking nationally known speakers; Becky concurred, noting flight costs are major consideration. Jennifer called for a motion.

Motion by Becky to approve either candidate as a keynote speaker for the upcoming spring 2018 IPAL/ILA-ACRL conference. Second by Mary. Motion approved.

- 3. Electronic Communications (Kyle Winward):** Kyle noted he is confirming committee membership and has administrative access to the website and social media platforms. He asked about access to the Google Drive; Jennifer will check permissions. Kyle asked about mechanics of posting spring conference notices to the chapter website; Jennifer replied that executive board members have permissions to post. Kyle will check on website permissions and verify current ECC members.
- 4. Fall Program (Claudia Frazer):** Claudia noted continued work to understand this role, given changes to ILA mechanics of generating conference programming. Jennifer noted ILA solicitation of proposals and that 2018 may be good year to re-evaluate committee's work. Beth noted the fall, ACRL pre-conference as successful and asked if pre-conference offerings should remain a tradition. Should the fall program committee continue or would its chair be a liaison to the larger conference planning committee?

Cara noted ILA conference committee rosters are not current; Jennifer suggested having an ACRL representative to help select fall conference speakers. Becky noted the committee could be very valuable in facilitating panel discussions and offering to coordinate such efforts. Cara noted continuing criticism of ILA conference content offerings and that more/new voices are needed. Julia noted the logic of pre-conferences, enabling chapter to make revenue within the offerings. Becky noted that pre-conference programming is not always an attendance driver. She suggested a panel or session on academic related issues that could have wide appeal. Cara noted pre-conference comments are always mixed; she will investigate if content can be shared with ACRL board members. Julia asked if comments from last two years might be available and circulated to Professional Development committee. With changes to ILA conference structure, perhaps this group might be of assistance.

5. **Awards (Beth McMahon):** Beth noted the committee is organizing. Feedback from the recent Public Relations award winner, Jenny Parker, will be shared with the chapter, in the near future.
6. **Membership (Holly Schettler):** No report.
7. **Nominating (Julia Salter):** Julia noted visiting recent committee listings and discussions about updating the nominating committee manual. With a colleague curious about time commitments associated with specific committees, Julia asked if there might be efforts to flesh out work dynamics for various committees – to understand the time and work responsibilities. Jennifer suggested blog posts about committee dynamics and work flows. Julia noted the content would help with understanding and generating interest. Jennifer noted that ACRL can post content to *The Catalyst*, and such efforts may help with conference attendance. Becky noted the continuing challenge of academic librarians seeing how ILA conference content may apply to their libraries.
8. **College Readiness (Ericka Raber):** Jennifer noted no formal report from Ericka and her efforts to continue looking for IASL membership to the committee.
9. **ACRL Chapter Council (Ericka Raber):** No report. Jennifer noted that Carrie will assume the Chapter Councilor role and is working with Ericka on this transition.
10. **ACRL Government Relations (Mary Heinzman):** No report.

#### **New Business:**

**Request for Funding for Library Legislative Day:** Jennifer noted that national ACRL offers scholarships for attending National Library Legislative Day in May 2018 (Washington, DC). A chapter member applying for the scholarship inquired as to funding assistance; Jennifer brought the topic to the board for discussion.

Cara noted her selection as one of the scholarship winners; applicant could be referred to her for further details. Jennifer and Beth offered their congratulations; Julia noted that Mary Heinzman attends each year. Cara noted the scholarships are \$750 each; no public announcement of awards winners has occurred, at this time. Beth noted that the chapter would need to think about adding discretionary funds, in addition to main chapter awards. Julia suggested staggering major awards; what happens if there are no solid candidates among submissions? Mary noted better interest in conference scholarships rather than the PR award. Mary also noted that the committee will not distribute an award if applicants are not qualified and/or deserving.

Julia asked if the chapter might consider assisting if there are no award applicants. Beth replied that there are no individual committee budgets. Becky suggested possible grant funding to assist with scholarships, urging committee to be specific on requirements.

**Committee Roster Numbers:** Jennifer commented that while recruiting volunteers for committees, she examined the chapter bylaws for guidance. When comparing existing membership to committee membership (noted in bylaws), she urged either adjusting committee numbers or updating the document. Membership in December 2017: 144 persons. To fill requirements for the executive board, chapter officers, and all committees, 56 people are needed. With current membership, this means 38% of membership is expected to participate.

In the bylaws, ECC is shown as having 11 committee members. Discussion continued about collapse of the newsletter committee into ECC, which may not be reflected in the bylaws. Suggestions as to reviewing committee counts and to edit bylaws accordingly. Becky commented on the membership and former mentoring committee membership totals; Beth noted that ECC reduced to five members years ago. Jennifer noted she will check past minutes to see if bylaw changes were noted. Beth noted amendments could be made to reflect current counts; Becky noted accurate membership counts will assist chairs and recruitment.

**Other Business or Announcements:** None.

President Sterling moved to adjourn the meeting. Seconded by Kyle. Meeting adjourned at 11:09am.

Minutes respectfully submitted by Kristy Raine, Secretary/Treasurer.